

# CITY OF ARCADIA

---

## Recreation and Parks Commission Regular Meeting Agenda



**Wednesday, September 8, 2021, 6:00pm**

**Location: Recreation Conference Room, 375 Campus Drive, Arcadia**

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the Recreation and Community Services at 626.574.5113. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

根据《美国残障人法案》，需要调整或提供便利设施才能参加会议的残障人士（包括辅助器材或服务）可与市书记官办公室联系（电话：626-574-5455）。请在会前 48 小时通知市书记官办公室，以便作出合理安排，确保顺利参加会议。

Pursuant to the City of Arcadia's Language Access Services Policy, limited-English proficient speakers who require translation services in order to participate in a meeting may request the use of a volunteer or professional translator by contacting the City Clerk's Office at (626) 574-5455 at least 72 hours prior to the meeting.

根据阿凯迪亚市的语言便利服务政策，英语能力有限并需要翻译服务才能参加会议的人可与市书记官办公室联系（电话：626-574-5455），请求提供志愿或专业翻译服务，请至少在会前 72 小时提出请求。

---

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### ROLL CALL:

Peter Chu, Chairperson  
Valerie Cheung, Vice-Chairperson  
Randy Fowler, Commission Member  
Steve Swinney, Commission Member  
Karen Yu, Commission Member

### SUPPLEMENTAL INFORMATION FROM STAFF REGARDING AGENDA ITEMS

#### 1. PUBLIC COMMENTS (5 minute time limit per person)

Any individual wishing to speak before the Recreation and Parks Commission is limited to five (5) minutes per person, unless waived by the Recreation and Parks Commission. Under the Brown Act, the Recreation and Parks Commission is prohibited from discussing or taking action on any item not listed on the posted agenda. The matter may automatically be referred to staff for appropriate response or action or may be placed on the agenda of a future meeting.

### REPORTS FROM RECREATION AND PARKS COMMISSIONERS

#### REPORT FROM CITY COUNCIL MEMBER LIAISON

*Any writings or documents provided to a majority of the Recreation and Parks Commission regarding any item on this agenda will be made available for public inspection at the Recreation and Community Services Department, 375 Campus Drive, Arcadia, CA 91007 during normal business hours.*

## **2. CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless members of the Commission, staff, or the public request that a specific item be removed from the Consent Calendar for separate discussion and action.

- a. Regular Meeting Minutes of July 14, 2021  
Recommended action: Approve

## **3. REGULAR ITEMS**

- a. Report of Public Works Services Department
  - I. Project Updates
- b. Report of Director of Recreation and Community Services
  - I. Monthly Reports
  - II. Financial Statements

## **ADJOURNMENT**

The Recreation and Parks Commission will adjourn this meeting to October 13, 2021, at 6:00pm in the Recreation and Community Services Department Conference Room, 375 Campus Drive, Arcadia.

**RECREATION AND PARKS COMMISSION  
VIRTUAL MEETING MINUTES  
Wednesday, July 14, 2021**

---

**RECREATION AND PARKS COMMISSION REGULAR MEETING**

**CALL TO ORDER** – Commission Member Fowler called the meeting to order at 6:00pm in the Recreation Conference Room.

**PLEDGE OF ALLEGIANCE** – Mayor Sho Tay

**ROLL CALL OF COMMISSIONERS**

PRESENT: Cheung, Chu, Fowler, and Swinney

EXCUSED: Yu

A motion was made by Commissioner Swinney, seconded by Commissioner Fowler, and unanimously carried on roll call vote to excuse Commissioner Yu.

**ELECTION OF OFFICERS**

Commissioner Fowler made a motion to nominate Commissioner Chu as Chairperson, seconded by Commissioner Swinney and unamously carried. Chairperson Fowler made a motion to nominate Commissioner Cheung as Vice-Chairperson, seconded by Commissioner Swinney and unanimously carried. Both Commissioners Chu and Cheung accepted the nominations.

**SUPPLEMENTAL INFORMATION FROM STAFF REGARDING AGENDA ITEMS**

**1. PUBLIC COMMENTS**

**REPORTS FROM RECREATION AND PARKS COMMISSIONERS**

Commissioner Fowler announced the Pasadena POPS concerts are starting this month at the Arboretum for the summer. Commissioner Fowler noticed the lawn was brown by the handball courts at Newcastle Park. Deputy Public Works Services Department (DPWSD) Paul Cranmer stated he would check into the matter and suggested it might be an irrigation issue.

Chairperson Chu reported he is very happy to see people outside exercising and playing tennis.

**REPORT FROM CITY COUNCIL MEMBER LIAISON**

Mayor Sho Tay announced a reception celebrating the Reorganization of the Arcadia City Council and the Reopening of Arcadia City Hall will be held on Tuesday, July 20, 2021, from 6-7pm in the Council Chambers. Mayor Sho Tay stated the City of Arcadia is hosting a Community Forum on Saturday, August 7, 2021 at 9am at the Arcadia Performing Arts Center. Commissioner Fowler asked if the forum was about the tiny homes project. Director of Recreation and Community Services (DRCS) Sara Somogyi stated the City Council has paused the tiny homes project indefinitely. DRCS Somogyi reported the Forum is designed to provide educational and useful information on the topic of homelessness in Arcadia. DRCS Somogyi stated all City Department Heads will give a short presentation and answer questions from the audience. In addition, the Forum will also be an opportunity for the Arcadia community to share its ideas and concerns

regarding this important issue. DRCS Somogyi stated in-person attendance is limited to the first 900 registrants; however, the City will also be streaming the meeting live on Zoom with another 3,000 spaces available. If you wish to participate in the question and answer portion of the Forum, you must attend in-person. The Forum will also be presented in English and Manadrin, both in person and on Zoom.

## **2. CONSENT CALENDAR**

- a. Approve the Regular Meeting Minutes of April 14, 2021

It was moved by Commissioner Swinney, seconded by Commissioner Cheung and unanimously carried on roll call vote to approve Consent Calendar Item 2.a with the noted correction in Report from City Council Member Liaison to read: Council Member Beck stated for the sale of the Par 3 Golf Course to happen and be voted on, there would have to be a special election which would be very expensive.

AYES: Cheung, Fowler, and Swinney  
NOES: None  
ABSTAIN: Chu

## **3. REGULAR ITEMS**

- a. Report from Public Works Services Department

- I. Project Updates

DPWSD Cranmer reported at the May 18, 2021 Study Session on the renovation of Newcastle Park, City Council directed staff to go with Option 1: Go out to bid for a design/build proposal with a guaranteed maximum price of \$3.7 million and negotiate with the low bidder prior to award of contract beginning 90 days from May 18, with the option of staff electing to place a Request for Proposal (RFP) at a later date. DPWSD Cranmer stated to date prices have gone down, so beginning late August the RFP's will go out to bid. The project will be advertised for one month, and will take approximately one month for the selection process. DPWSD Cranmer stated the project will then go to City Council to be awarded. The groundbreaking of the Newcastle Park project will be January 2022. DRCS Somogyi asked approximately how long construction would take. DPWSD Cranmer stated construction would take approximately a year. DPWSD Cranmer feels confident that the Newcastle Renovation Project will be completed within the \$3.7 million budget cost. DPWSD Cranmer reported the turf at Eisenhower Park is in the process of being replaced from heavy use over the last year.

- b. Report of Director of Recreation and Community Services

DRCS Somogyi congratulated Chairperson Chu and Vice-Chairperson Cheung on their new appointments to the Commission and is very excited to be working with them. DRCS Somogyi welcomed Mayor Sho Tay as the new liaison to the Recreation and Parks Commission.

- I. DRCS Somogyi reported on Senior Services. On Friday, April 2, 41 seniors attended the Drive-In Bingo at the Community Center and on Friday, June 11,

32 seniors attended. Everyone received games sheets, highlighters, hand sanitizer and a snack and a few lucky winners drove away with a gift card. On Wednesday, May 5, 120 seniors drove through the Arcadia Community Center to pick up a traditional Latin meal for Cinco De Mayo and were greeted by staff wearing sombreros. During the last few months, the Arcadia Police and Fire Departments assisted with distributing free coffee and treats to 197 seniors who drove through the Community Center. Seniors are enjoying the free virtual presentations offered by Arcadia Methodist Hospital, the Gilb Museum of Arcadia Heritage, and City of Hope. Presentations offered by the Gilb Museum were; Santa Anita Depot and Who Was Who in Arcadia. Presentations offered by Methodist Hospital were: COVID-19 Update, Psoriatic Arthritis and Psoriasis; Foods That Boost Immunity and Stroke Awareness. Presentations offered by City of Hope were: Cancer Myths, Breast Cancer, and Lung Cancer. Total in attendance via zoom was over 2,000.

DRCS Somogyi reported on Recreation Services. On the week of April 5, a city-wide scavenger hunt that took place to find Pip the Peacock throughout Arcadia. Although the annual Egg Hunt was cancelled this year due to COVID-19, staff put together Spring Grams for purchase. For \$20, the Bunny delivered a basket to special "peeps" at any Arcadia address or those outside of Arcadia had the option of picking up their gram from the Bunny at the Community Center. A total of 98 grams were purchased. On the week of April 5, a city-wide scavenger hunt took place to find Pip the Peacock throughout Arcadia. 63 Arcadia residents were tasked to solve four daily clues that would lead them to Pip, where they would then take a picture and submit it to the Recreation Department for a chance to win prizes. Spring Camp took place in April at the Dana Gym and was full at 151 campers enjoying fun group activities, arts & crafts, and fitness. Summer Day Camp at Wilderness Park has over 1,500 campers ages 5-12 enrolled, enjoying a variety of fun modified summer activities. Fun 'N Play held at Longley Way this summer has over 1,100 youth enrolled and they enjoy a variety of activities such as fitness, arts & crafts, group games, brain games, and trivia. Virtual Merit Badge classes have been the most popular over the last year with over 200 Scouts trying to reach their goal of being an Eagle Scout. In person, virtual and off-site classes are offered to the community for all ages and include enrichment, sports, and fitness and over 4,500 adults and children registered. Two summer concerts and movies will held in August: Cold Duck and The Croods: A New Age on August 5. The Answer and Raya and The Last Dragon on August 12.

## II. Financial Statements

DRCS Somogyi referenced the May Financial Statement. Total expenditures through May 2021 are \$1,839,779 that is 66.5% of the budgeted amount for this fiscal year. The total fiscal year revenue as of May 2021 is \$464,306 that is 62.0% of the budgeted amount. DRCS Somogyi referenced the May 2021 Park & Recreation Facilities Fund, with an account balance of \$6,788,916.

DCRS Somogyi asked the Commission if they would like to continue the Recreation and Parks Commission meetings monthly or every other month, to ease back into it. After discussion, it was moved by Commissioner Fowler, seconded by Commissioner Swinney and unanimously carried on roll call vote to skip the August meeting of the Recreation and Parks Commission and resume regular monthly meetings beginning September 8, 2021.

## **ADJOURNMENT**

Chairperson Chu adjourned the meeting at 6:45pm to September 8, 2021, at 6:00pm in the Recreation and Community Services Department Conference Room, 375 Campus Drive, Arcadia.

---

Peter Chu  
Chairperson

By:

---

Sara Somogyi  
Secretary





# STAFF REPORT

## Recreation and Community Services Department

**DATE:** September 8, 2021

**TO:** Honorable Chairperson and Members of the Recreation and Parks Commission

**FROM:** Sara Somogyi, Director of Recreation and Community Services

**SUBJECT:** PROGRAMS & ACTIVITIES – August 2021

### SENIOR SERVICES DIVISION

Arcadia Senior Services play an integral part in the wellness of the senior community. The multitude of programs, services, and activities offered supports the healthy and independent lifestyle of the participants. A brief description with program attendance is listed below.

PROGRAM	DESCRIPTION	ATTENDANCE
Gift Shop	The gift shop provides a venue for senior crafters to sell their creations and allows the community to purchase one-of-a-kind items at a great price.	98 Visitors Monthly Revenue \$1,099
Information & Referral Intakes	This program assists seniors and their families with issues that affect their quality of life by providing information and referral that address their daily living concerns.	15
Pool Room	There are three pool tables available Monday through Friday from 7:30am-4:30pm.	52
Senior Nutrition Program	A nutritious meal is provided Monday-Friday for senior citizens who are on a fixed income. For many seniors, this is the only hot meal they have on a daily basis.	808 Average/Day 40
Classes	Exercise plays a vital role in health and wellness. Senior classes include line dance, cardio plus, and Zumba. These exercise courses contribute to bone density improvement, increased muscle strength, flexibility, the reduction of stress, and improved cardio.	756
Table Tennis	Table Tennis is available Monday-Friday, from 10:30am-3:30pm. Seniors have the opportunity to drop in and play to gain exercise and socialization.	31
Walk & Talk	Every Wednesday at 10am, seniors join a staff member for a short, leisurely walk around the Community Center and surrounding areas.	10
Monthly Bus Passes	Monthly bus passes can be mailed to seniors to provide a way for seniors to purchase their pass. The monthly bus pass is \$5.	11
Weekly Movie	New movie releases or classic movies are shown on a theater size screen every Wednesday.	56 Average/Week 14

Lions Sight Program	The Lions Sight program is offered in conjunction with the Arcadia Lions Club. The program offers low-income seniors with free vision care. Prospective clients are screened by senior services staff that make the necessary arrangements for the service.	1
Notary Services	Notary services resumed with a total of four participants who brought important documents to be notarized. Notary services are limited to three signatures or thirty minutes per appointment every second and fourth Tuesday of each month by appointment.	4
TOTAL	Cumulative of programs, services, and special events	1,842
Connection	Total number of monthly newsletters distributed this month	1,200

## RECREATION SERVICES DIVISION

The Recreation Services Division is responsible for providing programs and activities which meet the recreational needs of the community. A diverse selection of programs is offered for youth, adults, and families to provide the opportunity for positive recreation experiences and to promote health and wellness. A brief description and attendance totals for the programs and services are listed below.

PROGRAM	DESCRIPTION	ATTENDANCE
Summer Day Camp	Summer Day Camp ended on Friday, August 6, 2021. Camp was held at Wilderness Park from Monday – Friday. Summer Day Camp features a variety of fun modified activities for youth ages 5-12. Each week there is a scheduled special guest who brings a unique workshop to camp. Day Camp is limited to 100 kids per week.	449
Fun 'N Play	Fun 'N Play ended on Friday, August 6, 2021. The program was held at Longley Way Elementary School from Monday – Friday. Participants get to enjoyed a variety of activities such as fitness, arts & crafts, group games, brain games, trivia and much more.	345
Sports Camp	Sports Camp was held at Dana Middle school and ended on Friday, August 6, 2021. All activities are sports themed and each week a scheduled special guest brings a unique workshop to the kids at camp. This summer, Sports Camp was limited to 40 participants per week.	203
Concerts & Movies in the Park	The first concert for the 2021 Concert in the Park Series featured Cold Duck followed by the movie <i>The Croods: A New Age</i> on August 5 as the city celebrated National Night Out and the City of Arcadia's 118 birthday. The final concert featured music and entertainment from <i>The Answer Band</i> followed by the movie <i>Raya and the Last Dragon</i> on August 12.	Aug 5 Concert – 965 Movie – 260 Aug 12 Concert – 980 Movie - 180
Merit Badge Classes	Merit Badge Classes are virtually offered to Scouts to earn badges that help them to reach goals of being an Eagle Scout.	77
Wilderness Park Public Use	Wilderness park re-opened on June 14, 2021. Wilderness Park is now open for public use Monday through Sunday without reservations for small groups.	540
Community Center Classes	Classes that are offered to the community that provides opportunity to learn for all ages. Classes that are offered include dance, exercise, art and music.	232
Dana Gym Classes	AUSD joint use facility is another site that is used to offer more classes to the community. Classes that are offered at this location include total body workout, Zumba, volleyball and badminton.	128
Off-Site Classes	Other classes are offered at off-site locations or virtually including multiple tennis courts, Par-3 golf course, art classes and music classes.	1,318



MEC Classes	This joint use facility is another site that is used to offer more classes to the community. Classes that are offered at this location include Guzheng, belly dancing, sewing and strength training.	37
----------------	--	----

### **WILDERNESS PARK**

Wilderness Park is open for public use Monday through Sunday from 8:30am to 7pm with rentals available for small groups and non-profit organizations on the weekends.

### **MERIT BADGE CLASSES:**

Date	Title of Class	Participants x Price of Class	Total Fees
August 14, 2021	Camping	6 x \$20	\$120
August 14, 2021	Citizenship in the World	20 x \$20	\$400
August 14, 2021	Cooking	11 x \$20	\$220
August 14, 2021	Hiking	4 x \$20	\$80
August 28, 2021	Citizenship in the Nation	22 x \$20	\$440
August 28, 2021	Communication	14 x \$20	\$140
<b>TOTAL:</b>		<b>77</b>	<b>\$1,400</b>

### **Highlight**

#### **Concerts and Movies In The Park**

The City of Arcadia's free summer concert and movie series has ended. The summer concerts and movies were held on Thursday evenings starting at 6:30pm and the movies at dusk. There was food and beverages available for purchase. Below was the line-up for this summer.

- August 5      Cold Duck – (70s top 40)  
                   The Croods: A New Age (PG)  
                   Plus National Night Out and Arcadia's 118 Birthday
- August 12     The Answer (Classic Rock)  
                   Raya and the Last Dragon – PG

## Park and Recreation Facilities Fund

	FY20-21 Actual	FY21-22 Actual as of 7/31/21	FY21-22 Budget
<b>Beginning Fund Balance</b>	<b>6,200,900</b>	<b>7,452,000</b>	<b>7,452,000</b>
Estimated Revenue:			
Dwelling Unit Fees	622,346	64,718	1,200,000
Grant Revenues	837,750	0	0
Interest Earnings	69,401	0	71,500
Total Revenues	1,529,497	64,718	1,271,500
Estimated Funds Available	7,730,397	7,516,718	8,723,500
Proposed Expenditures:			
General Fund Overhead	31,300	0	31,900
Capital Projects	247,079	7,950	4,081,000
Total Expenditures	278,379	7,950	4,112,900
<b>Ending Fund Balance</b>	<b>7,452,018</b>	<b>7,508,768</b>	<b>4,610,600</b>
<b>Net Change in Fund Balance</b>	1,251,118	56,768	